



ADDENDUM #2

RFA-2022-DPHS-02-COURI

Emergency Courier Services for COVID-19 Response

(Changes in text of the RFA appear in **bold, italicized and underlined text** in order that readers can easily depict changes associated with this Addendum.)

On April 13, 2021 the New Hampshire Department of Health and Human Services published a Request for Applications (RFA), soliciting applications for the provision of emergent courier services in the New England region to ensure the safe and prompt delivery of laboratory supplies, clinical specimens and/or environmental samples to and/or from authorized submitters and the New Hampshire Public Health Laboratories (PHL) or its designees.

The Department is publishing this addendum to:

1. Modify Section 1. Request for Services, Subsection 1.2. Scope of Services, Paragraph 1.2.1., to read:

1.2. Scope of Services

1.2.1. The selected Applicant must provide **daily** scheduled and emergency courier services **directly** to and/or from authorized submitters in the New England region and New Hampshire PHL to ensure safe and prompt delivery of laboratory supplies, clinical specimens and/or environmental samples. **Authorized submitters include but are not limited to laboratories, hospitals, and long term care facilities.** The selected Applicant must:

- 1.2.1.1. Provide toll-free telephone or cell contact telephone numbers, ensuring emergent communication and dispatch services are available 24 hours a day, 7 days a week.
- 1.2.1.2. Provide same-day delivery of specimens, samples, and laboratory supplies, **as scheduled, or within 6 hours of a STAT service request**, maintained at the specified temperature for the entire transportation process, from authorized submitters to the PHL or its designees, located at 29 Hazen Drive, Concord, NH on emergent basis, 24 hours a day, 7 days a week, as requested by authorized PHL staff.
- 1.2.1.3. Provide same-day delivery of specimens, samples, and laboratory supplies from the PHL to submitters, on an emergent basis, 24 hours a day, 7 days a week, as requested by authorized PHL staff.
- 1.2.1.4. Provide weekly pick-up and delivery of dry ice from vendors specified by the PHL, as requested.
- 1.2.1.5. Provide a method of communication, either by radio or cell phone, with drivers of courier vehicles at all times while transporting PHL specimens and samples.



1.2.1.6. **Provide evening and night delivery of STAT samples as requested, ensuring samples are delivered to the locked refrigerator at the PHL.**

2. Modify Section 1. Request for Services, Subsection 1.2. Scope of Services, Paragraph 1.2.2., to read:

1.2.2. The selected Applicant must ensure environmental conditions are maintained for supplies, samples and specimens, **including, but not limited to sample collection swabs; viral transportation media; sample collection kits; and rapid testing supplies and/or kits for the duration of all transports. The selected Applicant must:**

1.2.2.1. **Receive notification of the appropriate refrigerant needed to complete the specimen transport.**

1.2.2.2. **Supply coolers, wet ice, and ice packs to transport specimen, as requested.**

1.2.2.3. **Include an initial stop at the PHL if dry ice is needed for transport of specimens will provide dry ice.**

1.2.2.4. Ensure frozen, refrigerated or room temperature supplies, samples and specimens are maintained at the specified temperature for the entire transportation process and have the ability to document these conditions of transport. **The frequency of transporting frozen specimen is dependent upon the transport needs of authorized submitters.**

1.2.2.5. Ensure the placement of samples and specimens at the PHL after hours are placed or stored at the proper temperature.

1.2.2.6. Ensure supplies, samples and specimens are not subjected to extreme temperatures.

1.2.2.7. Ensure supplies, samples and specimens are not placed in a trunk or on a dashboard.

1.2.2.8. **Ensure specimen integrity is maintained during after hour deliveries by placing appropriate items in the PHL refrigerator and/or freezer in the vestibule of the PHL at 29 Hazen Drive in Concord, NH.**

1.2.2.9. **Ensure the dispatched carrier is provided with the combination for the locked refrigerator and/or freezer, as provided by the Department.**

1.2.2.10. Maintain confidentiality and integrity of supply, sample and specimen information. The selected Applicant must:

1.2.2.10.1. Segregate supplies, samples and specimens being delivered to or from the PHL, from other materials being transported by the courier.

1.2.2.10.2. Require that each courier vehicle transporting PHL specimens contain a biological spill kit with instructions for use.

**New Hampshire Department of Health and Human Services
Emergency Courier Services for COVID-19 Response**



1.2.2.10.3. Require that each courier vehicle transporting PHL specimens contain sufficient personal protective equipment (PPE) for the driver.

1.2.2.10.4. Provide a tracking system for materials being transported.

2. Modify Section 1. Request for Services, Subsection 1.3. Compensation & Contract Value, Paragraph 1.3.2., Subparagraph 1.3.2.2, to read:

1.3.2.1. Payment for services shall be on a cost reimbursement basis in accordance with the rates specified below.

<u>Courier Zone</u>	<u>Miles From the Center of Concord, NH</u>	<u>Fee Per Round Trip SFY 2022</u>
1	0-24.9	\$55.50
2	25.0-49.9	\$95.25
3	50.0-74.9	\$131.25
4	75-99.9	\$172.25
5	100+ within NH	\$202.25
6	<u>Neighboring State</u>	<u>\$1.90 per mile</u>

<u>Courier Zone</u>	<u>Miles From the Center of Concord, NH</u>	<u>Weekend/State Holidays/After Hours* Fee Per Round Trip SFY 2022</u>
		<u>(30% of Standard Rate)</u>
<u>1</u>	<u>0-24.9</u>	<u>\$72.15</u>
<u>2</u>	<u>25.0-49.9</u>	<u>\$123.83</u>
<u>3</u>	<u>50.0-74.9</u>	<u>\$170.63</u>
<u>4</u>	<u>75-99.9</u>	<u>\$223.93</u>
<u>5</u>	<u>100+ within NH</u>	<u>\$262.93</u>
<u>6</u>	<u>Neighboring State</u>	<u>\$2.47 per mile</u>

***After hours fee includes any requests initiated after 6PM**